

Request for Relocation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a relocation due to pressing family matters that require my immediate attention.

As you may know, my family resides in [Location], and recent circumstances necessitate that I be closer to them to provide necessary support. I believe that relocating to [New Location] would not only allow me to fulfill my family obligations but also enable me to continue contributing effectively to [Company/Organization Name].

I am committed to ensuring a smooth transition and am willing to assist in any necessary training or handover of my current responsibilities. I would greatly appreciate your understanding and support regarding this matter.

Thank you for considering my request. I look forward to discussing this with you and exploring possible solutions that accommodate both my family needs and the company's requirements.

Sincerely,

[Your Name]